

# The St. Bart's Academy Trust

## Job Description



<b>Job Title:</b>	<b>School Care Club Worker</b>
<b>Grade:</b>	<b>Level 2 (Gauge Ref: E291)</b>

### Job Purpose

To be responsible for the care of the children before and after school and during the school holidays

#### Key Duties / Responsibilities

1. To provide care and supervision for pupils outside of school hours
2. To deliver and collect from school pupils who attend the school care club
3. To assist in the preparation of games and activities that the children will engage in during their time in the care club
4. To supervise children whilst they are playing games and undertaking activities in the care club
5. To maintain a safe and clean environment for children, other staff and visitors so far as it is possible
6. To help with the maintenance of any records that are kept
7. To assist in the preparation of foodstuffs and to supervise children before, during and after they have eaten
8. To contribute to the creation of an attractive and stimulating environment through good quality display and classroom organisation
9. To support the maintenance of positive links between home and school by making parents feel welcome within the care club
10. To be aware of, and maintain, specific school policies which relate to pupils in the care club including special educational needs, behaviour, equal opportunities and health and safety
11. Be responsible for promoting and safeguarding the welfare of children and young people within the academy, raising any concerns following academy protocol/procedures
12. Any other duties commensurate with the post.